

FUELING

1. PREPARATION

- a. Train employees on proper fueling methods and spill cleanup techniques.
- b. Install a canopy or roof over aboveground storage tanks and fuel transfer areas.
- c. Absorbent spill cleanup materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

2. PROCESS

- a. Shut off the engine.
- b. Ensure that the fuel is the proper type of fuel for the vehicle.
- c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfill.
- d. Fuel vehicle carefully to minimize drips to the ground.
- e. Fuel tanks shall not be "topped off".
- f. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
- g. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

3. ACTIONS

- a. Immediately clean up spills using dry absorbent (e.g. kitty litter, sawdust, etc.) sweep up absorbent material and properly dispose of contaminated clean up materials.
- b. Large spills shall be contained as best as possible and the HazMat team should be notified ASAP.

4. DOCUMENTATION

- a. Document training of employees.